MHS PROVIDER ENROLLMENT AND CREDENTIALING



















Agenda

- **WARTS** MAS Provider Enrollment
- **W** Request for a New Contract
- **W** Add Provider to Existing Contract
- **W** Non-Contracted Provider Enrollments
- **W** Demographic Updates
- **W** Credentialing and Re-credentialing
- **WMHS** Team



- MHS offers most provider enrollment processes via the MHS website mhsindiana.com including:
 - Request for a new contract
 - Enrolling a practitioner to an existing contract
 - Demographic updates, including address changes, panel updates, terminations, etc.
 - Non-contracted enrollments
- A provider must have a current IHCP provider enrollment number before beginning the process of enrolling with MHS.

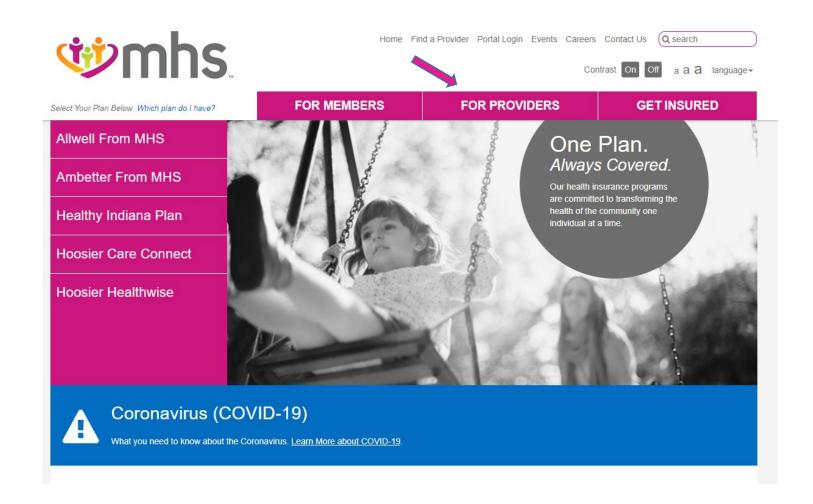


IHCP Provider Enrollment Link

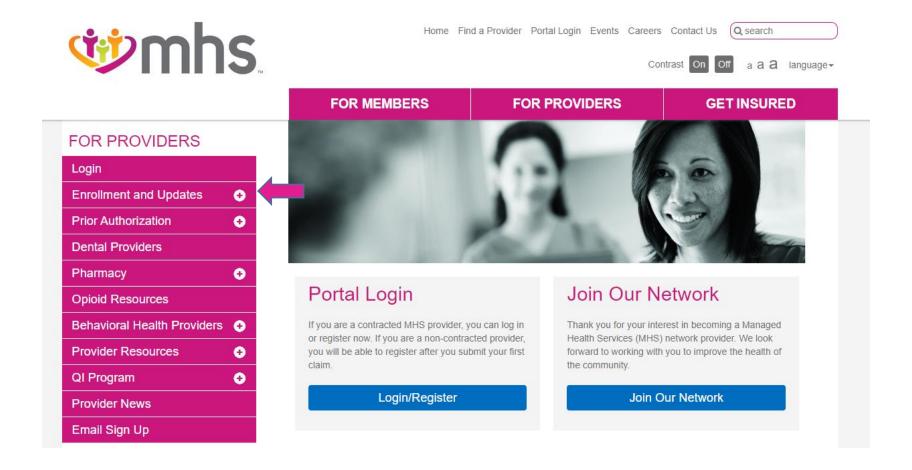
https://portal.indianamedicaid.com/hcp/provider/Home/ProviderEnrollment/tabid/477/Default.aspx



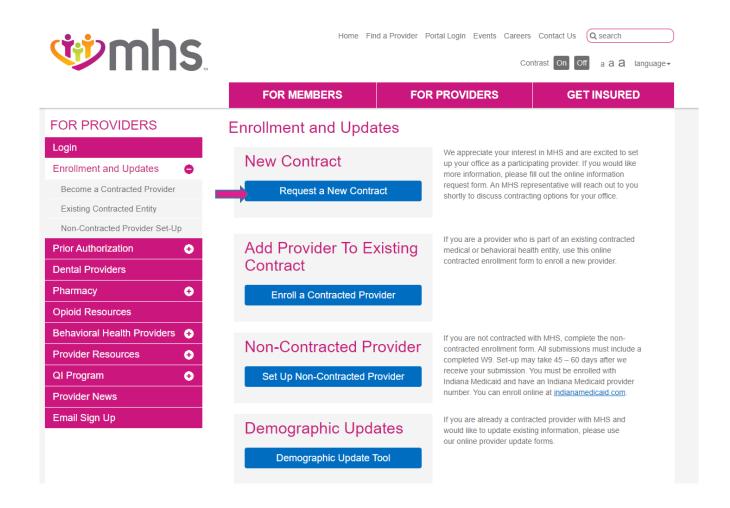














Requesting a New Contract



Requesting a New Contract

If your provider group or office is not contracted with MHS the following screens will guide you through the online process of contacting the MHS Contracting Department to request a new contract.



Request a New Contract

Please complete the online submission form and click submit.

This request will then be sent to the MHS Contracting Team and a Contract Negotiator will be in touch.

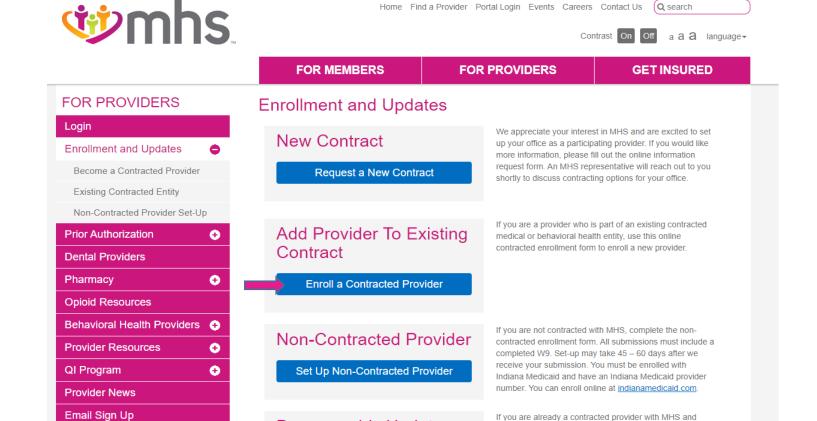
I do not have a contract and need to apply I have a contract or have started the process of contracting with MHS, and want to add provider(s) to a Group or Facility contract Tax ID Number Individual NPI Number* Legal Practice Name * Individual NPI Number * Legal Practice Name * Practice County * Specialty Ources Health Providers • Provider Type* Medical Sole Proprietor (Practitioner billing under own TIN)		FOR MEMBERS	FOR PROVIDERS	GET INSURED	
and Updates Contracted Provider Intracted Entity Individual NPI Number Individual NPI Number Individual NPI Number Individual NPI Number	PROVIDERS	Become a Contracte	d Provider		Contact Title *
and Updates Contracted Provider Intracted Entity Individual NPI Number Individual NPI Number Individual NPI Number Individual NPI Number		I do not have a contract and need to as	only		
Contracted Provider Intracted Entity Intracted Entity Indicated Provider Set-Up Iniziation Individual NPI Number * Indi	n ollment and Updates			dd provider(s) to a Group or	
Intracted Entity Intracted Provider Set-Up Inization Individual NPI Number* Contract Type*		Facility contract			
acted Provider Set-Up drization initiation Specially Contract Type* Medical Sole Proprietor (Practitioner billing under own TIN) Behavioral Health Group Practice Medical G		Tax ID Number	Individual NPI Number *		Legal Practice Name *
And a special ty Contract Type*	sting Contracted Entity				
Specialty Contract Type* Medical Sole Proprietor (Practitioner billing under own TIN) Behavioral Health Group Practice Medical & Behavioral Health Facility/Ancillary DME Contract Products* Health y Indiana Plan (HIP) Hoosler Care Connect Ambetter from MHS Allwell from MHS Allwell from MHS Contact Name *	-Contracted Provider Set-Up	Group NPI Number *			
Specially Contract Type* Medical Sole Proprietor (Practitioner billing under own TIN) Behavioral Health Group Practice Medical & Behavioral Health Group Practice M	Authorization +				
Specially Contract Type* Medical Sole Proprietor (Practitioner billing under own TIN) Behavioral Health Group Practice Medical & Behavioral Health Facility/Ancillary DME Contract Products* All Products Hoosier Healthwise Healthy Indiana Plan (HIP) Hoosier Care Connect Allwell from MHS Allwell from MHS Contact Name *	tal Providers				Practice County *
Health Providers	асу	Specialty			
Medical Sole Proprietor (Practitioner billing under own TIN) Behavioral Health Group Practice Medical & Behavioral Health DME Contact Phone * Medical & Behavioral Health DME Medical & Behavior	Resources				
Medical Group Proprietor (Practitioner billing under own TIN)	avioral Health Providers 🙃				
Medical & Behavioral Health Facility/Ancillary				tioner billing under own TIN)	Contact Phone *
Contract Products* All Products Hoosier Healthwise Hoosier Care Connect Ambetter from MHS Allwell from MHS Submit		_			Contact Thoric
Up All Products Contact Email *	ogram +		□ DME		
Hoosier Healthwise Contact Email * Healthy Indiana Plan (HIP) Hoosier Care Connect Ambetter from MHS Allwell from MHS Contact Name * Submit	er News	Contract Products*			
Healthy Indiana Plan (HIP) Hoosier Care Connect Ambetter from MHS Allwell from MHS Contact Name *	Sign Up				
Hoosier Care Connect					Contact Email *
Allwell from MHS Contact Name * Submit					
Contact Name * Submit		☐ Ambetter from MHS			
Submit		☐ Allwell from MHS			
		Contact Name *			
					Submit
		Legal Name (W9) *			- Cabinit





If you are a provider who is part of an existing contracted medical or behavioral health entity, you will use this online contracted enrollment form to enroll a new provider.





would like to update existing information, please use

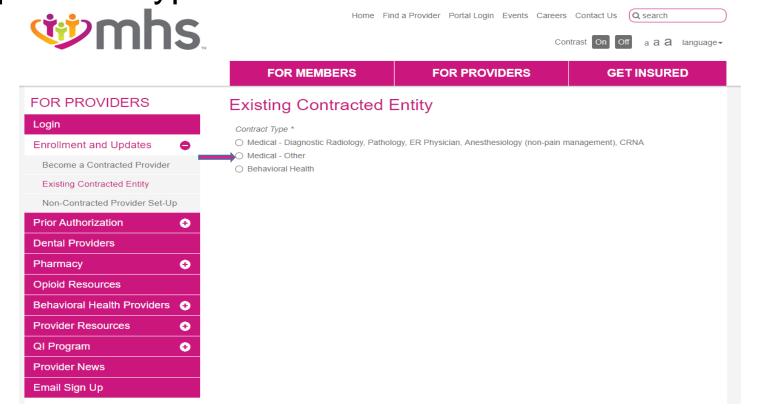
our online provider update forms.

Demographic Updates

Demographic Update Tool



From this screen you will need to choose your provider type.





You will need to make sure that you complete the entire online submission form, including uploading the required attachments prior to clicking Submit.

	FOR MEMBERS	FOR PROVIDERS	GET INSURED
FOR PROVIDERS	Existing Contracted E	 Entity	
Login	Contract Type *		
Enrollment and Updates 🖨	- 0,	ogy, ER Physician, Anesthesiology (non-pain m	anagement), CRNA
Become a Contracted Provider	Medical - Other Behavioral Health		
Existing Contracted Entity	CAQH Number *		
Non-Contracted Provider Set-Up			
Prior Authorization	Practitioner Name		
Dental Providers	First Name *	Last Name *	
Pharmacy			
Opioid Resources	Practitioner NPI *		
Behavioral Health Providers 😛			
Provider Resources +	Degree (select one) *		
QI Program 😛	○ MD ○ DO		
Provider News	O DPM		
Email Sign Up	○ NP ○ Other		
	Practitioner Email Address	Practitioner Taxonomy Cod	<i>l</i> e *
	Enrolling in Hoosier Healthwise? *		
	○ Yes		
	○ No		
	Enrolling in Healthy Indiana Plan? * () Yes		
	O No		



W It is imperative that you upload and attach the MCE Universal **Enrollment** Form and the Collaborative Agreement for— Midlevel Practitioners.

○ Yes ○ No		
Enrolling in Ambetter from MHS? *		
○ Yes ○ No		
Enrolling in Allwell from MHS *		
() Yes		
○ No		
Do you ONLY provide care in a facility setting?		
○ Yes		
○ No		
(i.e. hospital-based, hospitalist, etc.)		
Age Restrictions*		
□ None □ 0-2 Years □ 0-12 Years □ 0-20 Years		☐ 3+ Years ☐ 13+ Years ☐ 0-17 Years
☐ 13-20 Years ☐ 17+ Years ☐ 21+ Years ☐ 65+	Ye	ears
Group NPI		Group Medicaid Number *
Alpha Suffix		TIN *
~		
Only One Enrollment Form Required		
If enrolling in HHW, HIP and/or HCC, you must the attach MI enrolling in Ambetter or Allwell ONLY, please attach Ambet		
MCE Universal Enrollment Form (for HHW, HIP and/or HCC	, o	r for all products)
Choose File No file chosen		
Practitioner Enrollment Form (Ambetter/Allwell only)		
Choose File No file chosen		
If a midlevel practitioner, please attach a copy of your collab	ora	ation agreement.
Choose File No file chosen		



Once the form has been submitted it will be sent to the MHS Enrollment Team to begin the enrollment process.

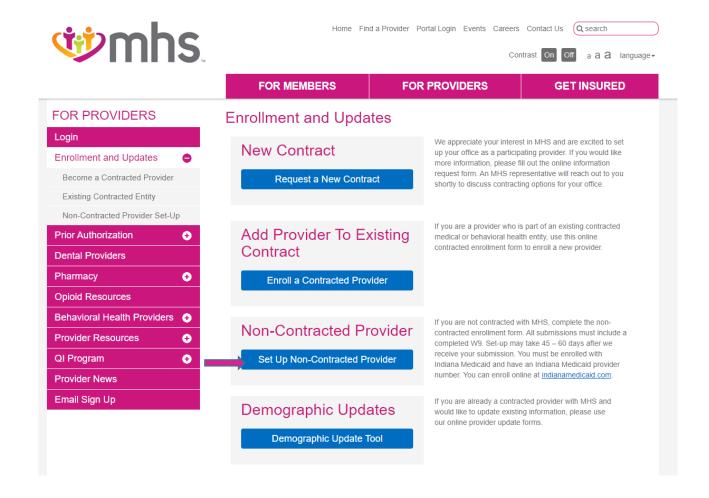
Enrollment Requested By:	
First Name *	Last Name *
Contact Email *	Contact Phone *
Date *	





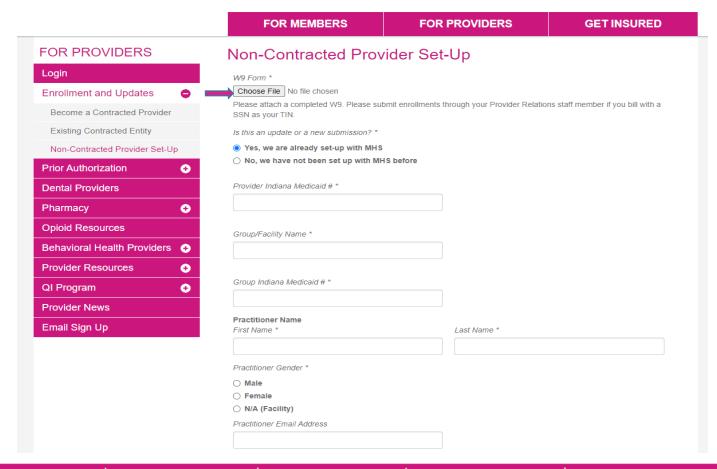
If you are not contracted with MHS and do not wish to become contracted, complete the non-contracted enrollment form. All submissions must include a completed W9. Set-up may take 45 – 60 days after we receive your submission. You must be enrolled with Indiana Medicaid and have an Indiana Medicaid provider number.







Please remember to upload a copy of the W9 Form.





Tax ID # *	
Individual NPI # *	
Group NPI # *	
Primary Taxonomy Code *	
Specialty	
Dillion Address	
Billing Address	
Street Address	
City	Zip / Postal Code
State	
Alabama	
Billing Address Phone	



Once the form is completed and you have uploaded the W9 Form, click Submit and this will be routed to the MHS Enrollment Team.

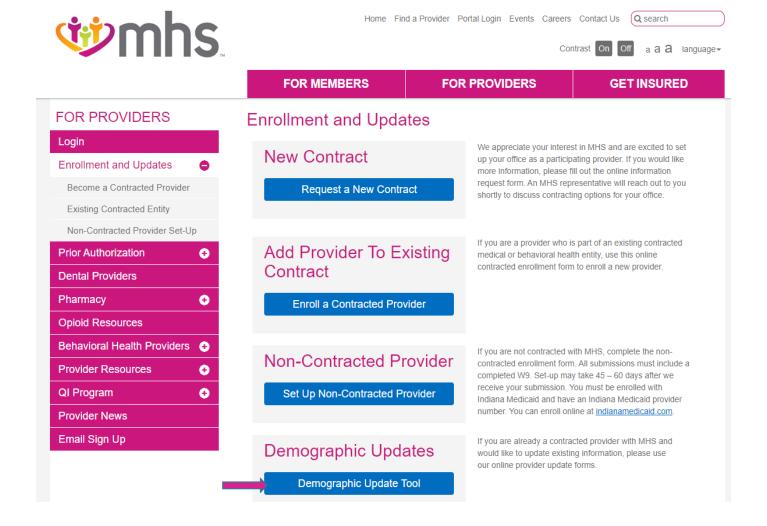
Service Location Address	
Street Address	
City	Zip / Postal Code
State	
Alabama	~
Service Location Phone	
Contact First Name *	
Contact Last Name *	
Somast Edet Manne	
Contact Title *	
Contact Phone *	
0	
Contact Email *	
Submit	



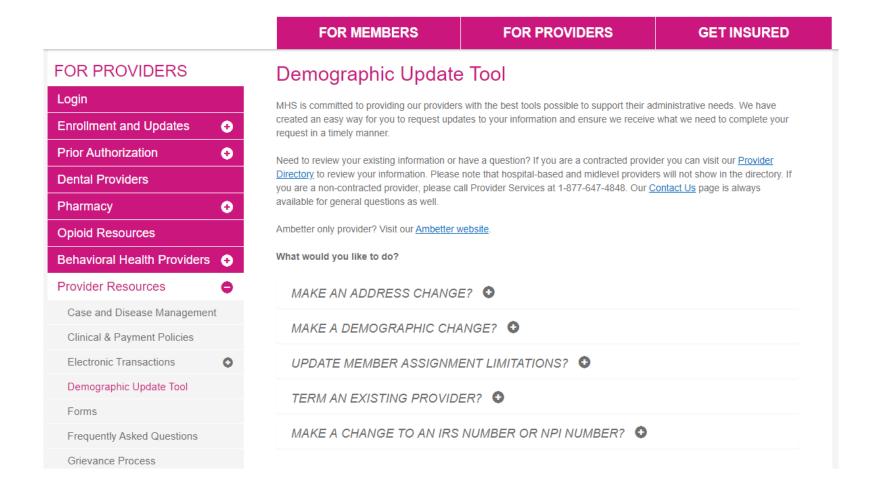


MHS is committed to providing our providers with the best tools possible to support their administrative needs. We have created an easy way for you to request updates to your information and ensure we receive what we need to complete your request in a timely manner.









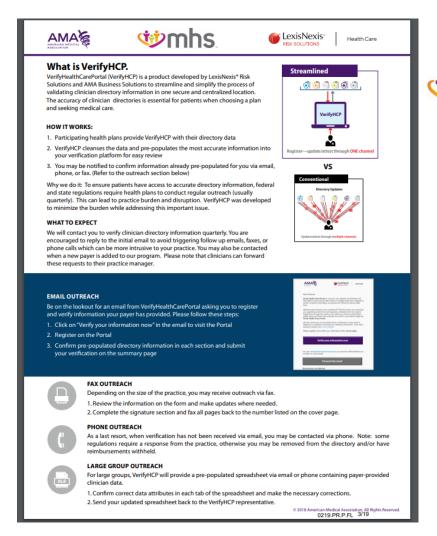


FOR MEMBERS FOR PROVIDERS **GET INSURED** Demographic Update Tool MHS is committed to providing our providers with the best tools possible to support their administrative needs. We have created an easy way for you to request updates to your information and ensure we receive what we need to complete your request in a timely manner. Need to review your existing information or have a question? If you are a contracted provider you can visit our Provider Directory to review your information. Please note that hospital-based and midlevel providers will not show in the directory. If you are a non-contracted provider, please call Provider Services at 1-877-647-4848. Our Contact Us page is always available for general questions as well. Ambetter only provider? Visit our Ambetter website. What would you like to do? MAKE AN ADDRESS CHANGE? Update a Billing Address Change a Primary Location Add an Additional Location Remove a Location Notify Us of an Office Move MAKE A DEMOGRAPHIC CHANGE? Change Phone Number Change Email Address Change Provider Name Add/Remove a Language Spoken Update Provider Office Hours Update Service Location Office Hours



UPDATE MEMBER ASSIGNMENT LIMITATIONS? Change Accepting New Members Status Change Panel Size (PMP Only) Change Age Restrictions TERM AN EXISTING PROVIDER? PMP Specialist MAKE A CHANGE TO AN IRS NUMBER OR NPI NUMBER? Change an IRS Number (TIN) Change an NPI Number Update an IRS Address





WMHS has partnered with LexisNexis to assist with keeping our Find A Provider online directory current. It is very important to keep provider information updated and most current.





The purpose of the credentialing and recredentialing process is to ensure all practitioners and organizational providers initially meet and continue to meet the established criteria for participation in the MHS provider network. In order to participate in the MHS network, all licensed physicians, healthcare professionals and facilities must meet minimum requirements as set forth by MHS.



The minimum requirements for participation in the MHS network are available in the MHS Provider Manual, Chapter 16.

https://www.mhsindiana.com/content/dam/centene/mhsindiana/medicaid/pdfs/Provider_Manual_2020.pdf



MHS encourages practitioners to enroll with the Council for Affordable Quality Healthcare (CAQH). CAQH is a practitioner database website where practitioners can register their credentialing information for any and all organizations to which they want to apply. It is free to practitioners and is convenient because you only have to submit information to one place one time (and, of course, as it gets updated) rather than to each MCE, hospital or network you wish to join. It is also secure, as only authorized credentialing organizations may access your information with your permission. Please visit their website at caqh.org.



W MHS Credentialing will ensure the provider has met all federal and state regulatory requirements by reviewing the submitted information. Once the application is reviewed, the Credentialing Committee (CC) will render a final decision on acceptance within 60 calendar days. MHS will send the practitioner a letter notifying the practitioner if he or she is approved by the CC as well as identify the effective date the practitioner can begin to see MHS members.



The MHS CC consists of MHS staff physicians and other physicians in the MHS network. The CC is supported by MHS Credentialing, Provider Relations, Compliance and QI staff. This committee reports regularly to the MHS Senior Executive Quality Improvement Committee. It has the responsibility to establish and adopt, as necessary, criteria for physician participation and termination, and to direct the credentialing procedures, including physician participation, denial and termination. Committee meetings are held once a month or as deemed necessary.



W Re-Credentialing

MHS conducts the re-credentialing process for practitioners and providers at least three years from the date of the initial credentialing decision. The purpose of this process is to identify any changes in the practitioner's facility, license, sanctions, certification, competence or other related information that may affect their ability to perform the services for which the practitioner or provider is contracted to provide. This process includes all practitioners (PMPs and specialists), ancillary providers and hospitals previously credentialed to practice within the MHS network.



MHS Team



Provider Relations Regional Mailboxes

Regional Mailboxes

- W Northeast Region: MHS_ProviderRelations_NE@mhsindiana.com
- W North Central Region: MHS_ProviderRelations_NC@mhsindiana.com
- Central Region: MHS_ProviderRelations_C@mhsindiana.com
- W Northwest Region: MHS_ProviderRelations_NW@mhsindiana.com
- Southwest Region: MHS_ProviderRelations_SW@mhsindiana.com
- Southeast Region: MHS_ProviderRelations_SE@mhsindiana.com
- South Central Region: MHS_ProviderRelations_SC@mhsindiana.com
- Tier 1 Providers: IndyProvRelations@mhsindiana.com



MHS Provider Network Territories

Indiana NORTHEAST REGION For claims issues, email: MHS_ProviderRelations_NE@mhsindiana.com Chad Pratt, Provider Partnership Associate Noble DeKalb 1-877-647-4848, ext. 20454 NORTHWEST REGION For claims issues, email: MHS_ProviderRelations_NW@mhsindiana.com Aller Fulton Candace Ervin, Provider Partnership Associate Pullaski 1-877-647-4848, ext. 20187 NORTH CENTRAL REGION For claims issues, email: MHS_ProviderRelations_NC@mhsindiana.com Natalie Smith, Provider Partnership Associate 1-877-647-4848, ext. 20127 **CENTRAL REGION** For claims issues, email: Tippecano Warrer MHS_ProviderRelations_C@mhsindiana.com Tipton Mona Green, Provider Partnership Associate 1-877-647-4848, ext. 20080 Randolph Madiso SOUTH CENTRAL REGION Montgomer For claims issues, email: MHS_ProviderRelations_SC@mhsindiana.com Wayne Dalesia Denning, Provider Partnership Associate 1-877-647-4848, ext. 20026 SOUTHWEST REGION Rush For claims issues, email: MHS_ProviderRelations_SW@mhsindiana.com Dawn McCarty, Provider Partnership Associate Vigo Morgan Franklin 1-877-647-4848, ext. 20117 **SOUTHEAST REGION** For claims issues, email: MHS_ProviderRelations_SE@mhsindiana.com Sullivan Carolyn Valachovic Monroe Provider Partnership Associate 1-877-647-4848, ext. 20114 Switzerland **wmhs**

Available online:

https://www.mhsindiana.com/content/dam/centene/mhsindiana/medicaid/pdfs/ProviderTerritory_map_2020.pdf

NORTHEAST REGION

For claims issues, email:

MHS_ProviderRelations_NE@mhsindiana.com Chad Pratt, Provider Partnership Associate 1-877-647-4848, ext. 20454

NORTHWEST REGION

For claims issues, email:

MHS_ProviderRelations_NW@mhsindiana.com Candace Ervin, Provider Partnership Associate 1-877-647-4848. ext. 20187

NORTH CENTRAL REGION

For claims issues, email:

MHS_ProviderRelations_NC@mhsindiana.com Natalie Smith, Provider Partnership Associate 1-877-647-4848. ext. 20127

CENTRAL REGION

For claims issues, email:

MHS_ProviderRelations_C@mhsindiana.com Mona Green, Provider Partnership Associate 1-877-647-4848, ext. 20080

SOUTH CENTRAL REGION

For claims issues, email:

MHS_ProviderRelations_SC@mhsindiana.com Dalesia Denning, Provider Partnership Associate 1-877-647-4848, ext. 20026

SOUTHWEST REGION

For claims issues, email:

MHS_ProviderRelations_SW@mhsindiana.com Dawn McCarty, Provider Partnership Associate 1-877-647-4848, ext. 20117

SOUTHEAST REGION

For claims issues, email: MHS_ProviderRelations_SE@mhsindiana.com Carolyn Valachovic Monroe Provider Partnership Associate 1-877-647-4848, ext. 20114



MHS Provider Network Territories

TAWANNA DANZIE

Provider Partnership Associate II 1-877-647-4848 ext. 20022 tdanzie@mhsindiana.com

PROVIDER GROUPS

Beacon Medical Group Franciscan Alliance HealthLinc Heart City Health Center Indiana Health Centers Lutheran Medical Group Parkview Health System

South Bend Clinic

JENNIFER GARNER

Provider Partnership Associate II 1-877-647-4848 ext. 20149 jgarner@mhsindiana.com

PROVIDER GROUPS

American Health Network of Indiana
Columbus Regional Health
Community Physicians of Indiana
HealthNet
Health & Hospital Corporation of
Marion County
Indiana University Health
St. Vincent Medical Group

NETWORK LEADERSHIP

JILL CLAYPOOL

Vice President, Network Development & Contracting 1-877-647-4848 ext. 20855 jill.e.claypool@mhsindiana.com

NANCY ROBINSON

Senior Director, Provider Network 1-877-647-4848 ext. 20180 nrobinson@mhsindiana.com

MARK VONDERHEIT

Director, Provider Network 1-877-647-4848 Ext. 20240 mvonderheit@mhsindiana.com

NEW PROVIDER CONTRACTING

TIM BALKO

Director, Network Development & Contracting 1-877-647-4848 ext. 20120 tbalko@mhsindiana.com

MICHAEL FUNK

Manager, Network Development & Contracting 1-877-647-4848 ext. 20017 michael.j.funk@mhsindiana.com

NETWORK OPERATIONS

KELVIN ORR

Director, Network Operations 1-877-647-4848 ext. 20049 kelvin.d.orr@mhsindiana.com

ENVOLVE DENTAL, INC.

MICHAEL J. WILLIAMS

Provider Relations Specialist 1-727-437-1832 Dental Provider Services: 1-855-609-5157

Michael.Williams@EnvolveHealth.com

Available online:

https://www.mhsindiana .com/content/dam/cent ene/mhsindiana/medica id/pdfs/ProviderTerritory _map_2020.pdf

Back of Map



Thank you for being our partner in care.